Identify key questions you might use in your collaborative conversation.

|  |  |
| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Purpose of the Coaching Conversation | * To meet short falls in the budget by reduction in staff |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * How much (dollars) do we need to reduce our budget. How soon do we need to make these cuts to meet our reduced budget. |
| * *Reflective Questions* * The “what about the what” * Emotional | * *What cuts can be made to least effect classroom instruction.* * *What do you think the reaction of the HEA will be.* |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * *Other than staff reductions, what other things can we look at to reduce out budget for the current year.* |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * *What will you do in your building to cover for those staff members who have been reduced.* |
| * *Based on the Decision, what are the responsibilities of the administrator?* | *Identify those staff members who will be reduced based on seniority. Establish a severance package. Inform those effected of their termination.* |
| * *Based on the Decision, what are my responsibilities?* | * *Work with those staff members who have been reassigned to our building to make them feel welcome and aware of their duties* |

**Reflection on the Collaborative Conversation**

**Name: John Connell**

**Date: 12/09/09**

**Reflect on the collaborative conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

**It helped to keep the conversation focused. It established the “what do we have to do” and provided the interpretive and decisional questions to arrive at a solution.**

**What was most challenging for you during the conversation? Most pleasing?**

**Having to make cuts to personnel to meet unforeseen State budget cuts.**

**What might be some things you would do differently/the same in your next conversation?**

**The conversation will come up again with certified staff reductions in the spring. I would like to have more interpretive questions to explore other cuts that can be made before it reaches personnel. If it gets to personnel, the decisional questions are who gets cut.**

**What techniques will you specifically address in your next coaching conversation?**

**Have suggestions for cuts that do not involve staff.**

